

2 March 1978

STATINTL

MEMORANDUM FOR: Deputy Directors of Personnel
Division and Staff Chiefs

FROM : [REDACTED]
Executive Assistant to the
Director of Personnel

SUBJECT : Weekly Reports

REFERENCE : A/DDA memo dtd 27 Feb 78, same subject

1. Referent memorandum deals with the change in reporting and with the use of asterisks to denote items of sufficient importance to be read by the Director and/or included in his cables to the field.

2. Effective the week beginning 6 March, your weekly reports are due in this office no later than 1030 hours on Thursday of each week. If it is more convenient, we would be glad to have the report on Wednesday evenings. Obviously, the time limit on Thursdays is essential so that we can read the reports, select items, finalize our report, and have it to O/DDA by close of business on Thursdays.

[REDACTED]
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Att

Dist:

- ✓ - Subject File
- 1 - Each addressee
- 1 - D/Pers Chrono
- 1 - RDK

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OD/Pers/[REDACTED] jmk (2 Mar 78)